

TOWN OF NORTH COLLINS, NY

REQUEST FOR PROPOSALS

Re: Snow Plowing Contract 2023-2024 Town Facilities

Dated: October 9, 2023

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*Town of North Collins
PO Box 2
10569 Main Street, North Collins, NY 14111
(716) 337-3391*

Dated: October 9, 2023

Re: Request for Proposals (RFP)
Town of North Collins, NY

To Whom It May Concern:

The Town of North Collins is seeking proposals for snow plowing town facilities located at 1) Town Hall Parking Lot; 2) Town Library Parking Lot and 3) Community Center Parking Lot. All three facilities are located in close proximity in the Town of North Collins, NY.

The snow plowing contract at these three facilities as referred to in this Request for Proposals (RFP) shall be a three year term commencing November 1, 2023 and shall include the years 2023 - 2024, 2024-2025 and 2025-2026 (3 years). The snow plowing services to be rendered shall be rendered from November 1st (or first snow fall if sooner) to April 30th (or final snow fall of the year) annually.

Proposals from interested contractors must be received by the Town Clerk no later than 4:00 p.m. on October 31st 2023 (the "Submission Date."). The attached document outlines the background, scope, format and other relevant information required for preparation and submission of the proposal.

Your proposal should be submitted along with supporting documentation to Town Clerk, North Collins Town Hall, PO Box # 2, 10569 Main Street, North Collins, New York 14111 no later than the above submission date. All submitted proposals will be opened at a public town board meeting.

Please note that a 5% Proposed Security Deposit (of the first year's quoted amount) is required with each bid. A Performance Bond will also be required from the successful bidder after the contract is awarded.

If you have questions regarding this request for proposal, please contact Town Clerk Lynn DiVincenzo by calling her at (716) 337-3391.

Sincerely,

North Collins Town Board

REQUEST FOR PROPOSALS (RFP)
for
SNOW PLOWING CONTRACT FOR
NORTH COLLINS FACILITIES

The Town of North Collins is seeking proposals from qualified snow plowing company (hereafter “Vendor”) for the snow plowing and salting of three (3) town parking lots located at the Town Hall, Town Library and the Community Center in Fricano Park. Proposals will be evaluated for their thoroughness, total cost and value, experience and demonstrated history and record of services including favorable references submitted by the Vendor. The following town parking lots are included in this scope of work:

1. Town Hall Parking Lot, Route 62
2. Town Library Parking Lot, School Street
3. Community Center at Fricano Town Park, Route 62

All three parking lots are located within the Town of North Collins, New York. The primary contact for the Town is Town Clerk Lynn DiVincenzo. She can be reached by phone at (716) 337-3391. Interested Vendors should visit the respective locations in order to familiarize themselves with the parks.

The RFP time line is as follows:

<u>Target Date</u>	<u>Event</u>
October 31, 2023	Submittals due to Town by 4:00 pm
November 8, 2023	Opening of Proposals (In the event of an emergency, the Town reserves the right to open the bids and award the contract at an emergency meeting of the Town Board)

RFP Submittal Requirements:

All RFP Proposals shall be submitted by 4:00 p.m. on October 31, 2023 in a sealed envelope carrying the following information on the face of the envelope: Vendor's name, address and subject matter of the proposal: "Town Parking Lots Snow Plowing". Proposals shall be submitted in person or by mail to the Town Clerk, PO Box 2, 10569 North Collins, New York 14111. Each Proposal shall include:

1. Information about the history of the Vendor including size, duration of company, ownership history, including names and addressees of company officers and principal owners. Include any awards, certifications or professional affiliations.
2. List a minimum of three (3) references including commercial and/or municipal experience and type of services provided starting from most recent date. Provide an overview statement of how your firm intends to perform the work and monitor the quality of the work in progress and any reporting system used.
3. List all proposed equipment and materials which the Vendor intends to use to deliver the services.
4. Include copies of any Quality Assurance type materials or plans your firm uses.
5. State whether your firm has in the past 5 years been involved in any litigation or arbitration with any customer/client and/or with any third party. If so, describe in detail.
6. Provide adequate statement demonstrating that your firm is qualified and sufficiently staffed and capable to perform the required services. Also demonstrate your firm's ability to undertake these services.
7. Each Vendor shall provide satisfactory evidence of its ability to provide the services specified including detail on the number of years the firm has conducted business; the locations thereof; the total number of employees of the firm; the number of employees that will be used to provide the services required herein.
8. Each proposal must contain the Non Collusive Bid Certification, a copy of which is included in this RFP.

Description of Scope of Services Required:

The Vendor will be required to perform the following services annually in the snow fall season (estimated to be November 1st to April 30 of the following year) for the 2023-2024 season, the 2024-2025 season and the 2025-2026 season, commencing November 1, 2023.

- Plow and salt (as needed) all municipal lots whenever there is snow accumulated on the properties.
- Notify the Town of any maintenance issues, problems or damage

1. It is the intent of this RFP to outline the professional snow plowing services required by the Town of North Collins to professionally maintain the three municipal lots in a safe condition.

2. The successful bidder shall deposit with the Town a 5% deposit of the proposal amount (for the amount of the first year of the contract) is required.

3. To ensure quality performance, the successful vendor will be required to post a performance bond within 10 days after being awarded the contract. The amount of the performance bond shall be equal to the total annual cost of the bid amount. The Town reserves the right to waive the performance bond if adequate performance security is assured.

4. The Town will issue monthly payments for services within thirty (30) days after receipt of the vendor's invoice and voucher requesting payment, subsequent to the services being rendered for that month.

5. The successful bidder will be required to provide appropriate general liability, worker's compensation certificates and auto liability insurance certificates naming the Town of North Collins as an additional insured and in an amount of not less than \$3,000,000.

6. The successful bidder shall provide a designated working Supervisor who will make himself/herself available during the contract term to be contacted by the town's representative (by cell phone and/or email) and to handle all communications with the town.

7. All employees of the successful bidder shall be neat and clean in appearance and exhibit appropriate professional appearance and demeanor while on the job.

8. The Town of North Collins reserves the right to reject any and all bids.

9. The Town of North Collins reserves the right to terminate the contract at any point in time with or without cause, upon thirty (30) days written notice.

10. The successful bidder shall be required to comply with all applicable federal, state and local laws and regulations governing the services to be provided. The Vendor shall comply with all New York statutes and laws pertaining to the selection and employment of labor.

11. During the contract term, the Town and the Vendor shall perform routine periodic joint inspections of all town parking lots in order to identify any deficiencies, to ensure quality of work, to identify damage to town property and to identify any preexisting conditions that may exist.

12. The Vendor will hold the Town of North Collins harmless and indemnify the Town from any loss, claim or damage arising from the Vendor's performance of required services under the contract.

13. Vendor shall repair and seed any damaged lawn areas in the springtime.

14. The Vendor's performance will be evaluated and gauged by physical inspections of the parks and the Vendor's ability to minimize service complaints. The quality of the service will also be evaluated by the Vendor's ability to complete service requests in a timely manner.

Requirements & Specifications:

1. The Vendors proposal should be submitted in person or by mail or overnight delivery to:

Town Clerk
PO Box 2
10569 Main Street
North Collins, NY 14111.

2. All Submittals are to be received no later than October 31, 2023 at 4:00 p.m. The Town of North Collins reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions and to accept that proposal which the Town deems most favorable to the residents of the Town of North Collins after all proposals have been examined and canvassed. All proposals become the property of the Town of North Collins.

3. Any questions regarding this RFP are to be directed to Town Clerk Lynn DiVincenzo at (716) 337-3391.

4. All proposals shall include a security deposit in the form of a Cashier's Check or Certified Check or Official Bank Check equal to five percent (5%) of the amount quoted for the first year of the five year contract.

5. Prior to execution of the final Contract, the successful Vendor shall furnish a surety bond ensuring the faithful performance of the Contract and the payment of all obligations arising thereunder equal to the total amount of the RFP award.

6. All proposals will be evaluated and reviewed according to, but not limited to, reasonableness of bid amount, neatness, conformance with the RFP requirements, previous experience, references, geographic location of vendor, ability to provide required services in a timely, efficient and professional manor, employment history of Vendor, minority status of the Vendor, approach to the project and references. The Town reserves the right to reject any or all bids.

STATEMENT OF NON-COLLUSION IN BID PROPOSAL
General Municipal law §103-d

By submission of this bid, the undersigned hereby certifies, under penalty of perjury, that to the best of our knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultations, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, corporation or entity to submit or not to submit a bid for the purpose of restricting competition;

(4) This bid complies in all respects with Article 5-A of the New York General Municipal Law.

Name of Bidder: _____

Signature By: _____

Title of Signor: _____

Address of Bidder: _____

TOWN OF NORTH COLLINS - BID PROPOSAL

The Undersigned hereby proposes to perform the requested landscape and maintenance services at all town parks for the Town of North Collins for the following sums:

Year 1 (Nov. 1, 2023 to April 30, 2024): \$ _____

Year 2 (Nov. 1, 2024 to April 30, 2025): \$ _____

Year 3 (Nov. 1, 2025 to April 30, 2026): \$ _____

Total \$ _____